



OFFICE OF THE STATE AUDITOR

DATA ANALYST I BOSTON OFFICE

Posting Number 2023-23

SALARY RANGE (CSA229) Grade 13: \$65,420.69 -- \$98,131.03/yr. (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

The Data Analyst engages in projects to address key information needs of the OSA and to enhance the OSA's efforts to assimilate data analytics into its work processes. Data Analyst is responsible for documenting and developing data analytic plans, analyses and visualizations for the purpose of deriving value and insights to support the work of the OSA.

SUPERVISION RECEIVED:

Receives general supervision and direction from the Supervisor of Data Analysts.

DUTIES AND RESPONSIBILITIES:

- Understand data infrastructure, architecture and security schemas in technical environments.
- Translate business requirements into an analysis plan and design, develop and execute analysis.
- Work with management to prioritize business and information needs.
- Acquire/ingest data from structured or unstructured data sources and maintain data repositories/databases.
- Structure/join large and heterogeneous data sets to create usable information.
- Develop queries to extract, clean and prepare data for analysis.
- Employ best practices for organizing, documenting and storing work product.
- Identify, analyze, and interpret risk, trends or patterns in complex data sets.
- Create presentations or reports for internal teams and/or customers based on recommendations and findings.
- Use graphs, infographics and other methods (i.e. spatial analysis) to visualize data.
- Ensure compliance with HIPAA and other Federal, State or OSA required data policies/best practices.
- Establish and maintain positive working relationships business partners.
- Explain the analysis methodology and what the data and results indicate and how it can be utilized to support the project objectives.
- Maintain up to-date skills of new programming languages, tools and technologies.
- Determine completeness and reliability of data sets.



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MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- Bachelor's Degree in a related discipline (Finance / Accounting, Statistics, Economics, Computer Science etc.) or an Associate's Degree coupled with work experience/demonstrated aptitude for programming, problem-solving, and critical thinking.
- Experience writing T-SQL and using SSMS or other query languages or tools.
- Experience with reporting and data visualization tools (Qlik, Cognos, ArcGIS, and Tableau).
- Proven ability to work independently and in teams.
- Ability to work in high-pressure situations.
- Demonstrated ability to clearly and concisely document and communicate all analytic work.
- Solid knowledge of data analysis techniques including reviewing work for accuracy.
- Ability to work on multiple projects simultaneously and the flexibility to adapt to changing priorities/deadlines.
- Advanced Excel capabilities to manipulate data including use of pivot tables, VLOOKUP function, graphing.
- Ability to visualize the analytics results in an effective manner to tell a story.
- Exposure to data related regulations and policies.
- Experience with relational database structures and multidimensional data structures.
- Excellent written and verbal communication skills.
- Ability to read, write and comprehend the English language.
- Solid customer service and relationship management skills.

PREFERRED QUALIFICATIONS:

Demonstrated experience and expertise in the following areas will also be important considerations:

- A minimum of one to three years of job experience in the same or a similar role.
- Demonstrated ability to build effective and positive working relationships across diverse internal and external groups.
- Demonstrated ability to use critical and conceptual thinking to objectively analyze and troubleshoot situations.
- Proficient in T-SQL scripting.



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- Demonstrated ability in data analysis, business intelligence and visualization tools i.e. QlikView/Sense, Tableau, PowerBI or alternative data visualization package.
- Experience with spatial analysis concepts and tools.
- Experience in data mining, machine learning and predictive analytics.
- Experience in programming languages (R, Python or others).
- A degree in accounting or finance or relevant experience a plus.
- Experience with statistical analysis such as linear regression, logical regression, etc.
- Experience translating complex quantitative analysis to a non-technical audience.
- Experience using data in a public policy context.
- Experience with Commonwealth data sources like CTHRU, CIW, and systems like HRCMS, MMARS etc.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than **July 26, 2023** via the MassCareers website: [Click Here](#)

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